



MEMORANDUM

TO: Superintendents

FROM: Lance V. Rhodes, Chief Financial Officer

DATE: September 22, 2009

SUBJECT: ARRA Quarterly Report

The initial American Recovery and Reinvestment Act quarterly report (ARRA Section 1512 report) will be due to the US Department of Education on October 10, 2009. This notification will serve as a precursor to the information that will need to be collected.

The Indiana Department of Education and the Office of Management and Budget (OMB) have collaborated to create a reporting tool that will be easy to utilize and will collect the required data in an accurate and timely manner.

Corporations will be required to report on **each** ARRA grant that they have drawn funding from as of September 30, 2009. Those possible funds are:

- ARRA Title I
- ARRA IDEA, Part B
- ARRA IDEA, Part B Preschool
- Stabilization(SFSF)
- School Lunch Equipment

Corporations will not have reporting requirements in the October report for the following ARRA grants even if they have been notified of an award as there will be no distributions prior to September 30, 2009.

- Educational Technology
- McKinney Vento

The Department of Education and OMB will finalize testing of the ARRA 1512 Reporting tool the week of September 21-September 26, 2009.

LEA's will receive an electronic message containing a URL that will direct them to the report for **each** ARRA program the corporation has received funding for prior to September 30, 2009. This report will have two basic reporting components:

1. General or one time data (i.e., recipient, award date, award amount, etc.)
2. Dynamic cumulative data reported quarterly (i.e., jobs, vendor information, etc.)

In an effort to make this as simple and easy as possible for LEA's, the Department of Education will pre-populate the general or one time data for the corporations.

The corporation will find easy directions for the completion of the dynamic cumulative data that needs to be reported. The corporation will have the week of September 28 through October 3, 2009, to complete this report with the data requested.

It is imperative that this information be submitted by the October 3 deadline. Failure to submit the data could jeopardize or delay a corporation's future funding.

In preparation for this submission, there are several pieces of information a corporation could collect and organize to make individual reporting a smooth process.

1. A corporation will need to compile a list of all vendors that they have utilized or engaged with ARRA funds, their address or DUNS number, and the total amount each vendor has received through September 30, 2009.
2. A corporation will need to determine the number of jobs that were funded by ARRA grants.
 - To determine jobs funded by Stabilization (SFSF) dollars, an LEA should figure the average number of full time employees funded by general State Tuition dollars in the corporation from January 1 through September 30, 2009 and multiply by 9.5% (.095). Do not factor the FTE's funded by grant dollars into the variable. The 9.5% represents the percentage of the calendar year 2009 tuition support that will be funded by SFSF funds.
 - To determine the jobs funded by Title I, IDEA Part B or IDEA Part B Preschool, an LEA should figure the number of hours paid each week by the stimulus funds divided by the total number of hours in a work week to calculate the FTE. Example: if an LEA funds an employee for 20 hours a week from a stimulus fund and there are 40 hours in a work week, that would equate to .5 FTE. (20 divided by 40=.5)
3. A corporation will need a brief description of the jobs that were funded by ARRA awards. These descriptions can include job titles or broad job category labels that are clear and the nature of the work is easily and widely understood.

The above information will be required for each of the ARRA grants that a corporation has drawn down funding prior to September 30, 2009.

The Department of Education sincerely appreciates your cooperation and patience as we have worked with our federal and state partners to fulfill the reporting requirements of the American Recovery and Reinvestment Act.